

Merchantville Borough

Stormwater Pollution Prevention (SPPP) Plan

**November 2006
Revised April 2018**

Originally Prepared By:

**Remington & Vernick Engineers, Inc.
232 Kings Highway East
Haddonfield, NJ 08033**

Revised by Merchantville Borough

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Stormwater Pollution Prevention (SPPP) Plan
Borough of Merchantville**

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I. **Executive Summary**

Remington & Vernick, Engineers was initially authorized by Merchantville Borough to provide Year 1 services for the Borough's compliance with the New Jersey Municipal Separate Storm Sewer System (MS4) regulations.

As part of our services, we performed an audit of the facility, including site inspection and interviews with Borough personnel. Using this information, and data obtained from the facility, the enclosed Stormwater Pollution Prevention Plan (SPPP) was prepared (**Appendix A of report**). The SPPP plan was prepared using forms prepared by the NJDEP and contained in the NJDEP's "**Tier A Stormwater Guidance Document**", published April, 2004.

The SPPP Plan itself is comprised of seventeen (17) SPPP Forms, Sample maintenance and reporting logs, and Standard Operating Procedures (SOPs) as prepared for applicable Fueling Operations, Vehicle Maintenance and Good Housekeeping practices as performed by the Borough. These forms must be updated over time as the Borough achieves compliance with various MS4 obligations, and as operations and personnel change. The Borough will be provided an electronic copy of the forms for maintenance purposes.

Enclosed in **Appendix C** of this report is an annual certification and reporting form that must be completed by the Borough and sent to the NJDEP. **The initial certification was submitted May 2, 2005.** As indicated on the form, it is understood that most the items listed will be not applicable, or incomplete with the initial certification. An electronic version of this certification is also available at the following address:

<http://www.njstormwater.org>

Also enclosed (**Appendices D and E**) are copies of two (2) pamphlets that must be distributed and/or mailed to residents – the Public Education Pamphlet and the Pet Waste Pamphlet. Color and black-and-white copies of these materials are also available on-line at the following address:

<http://www.njstormwater.org>

The following is a summary of Merchantville' MS4 permit obligations and associated timetables:

Table 1
MS4 Compliance Summary and Associated Timetables

Regulatory Timetables	Task	Refer to SPPP form(s)/other
4/1/2005--5/1/05	Adopt, File (draft) Stormwater Management Plan with the County	SPPP Form 3
5/2/2005 (and annually)	File initial Annual Certification and Reporting Form with the NJDEP	Appendix C
4/1/05--3/31/06 and annual	Mail initial, and annual, public education pamphlet by NJDEP. Make same materials available for distribution at one (1) annual municipal event.	SPPP Form 4, education pamphlet copy in Appendix D
4/1/2005 and ongoing	Monthly street sweeping, and monthly reporting, of Municipal streets meeting MS4 street sweeping requirements (currently not required)	SPPP Form 12 and Sample Street Sweeping Log
4/1/2005 and ongoing	Annual inspection, reporting & repair (if necessary) of municipally-owned or operated stormwater facilities, including inlet cleaning.	SPPP Form 13
4/1/2005 and ongoing	Implement applicable Fueling Facility, Vehicle Maintenance, and Maintenance Yard Good Housekeeping & SOP Procedures in accordance with the SPPP	Form 16 and SOP Attachments
4/1/05 and ongoing	Retrofit inlet grates during repairs, reconstruction, also new construction	SPPP Forms 3,11, and <i>Attachment C of MS4 Permit</i>
10/1/2005 and ongoing	Adopt & enforce improper disposal of waste ordinances (including pet waste handouts with pet licenses)	SPPP Form 10, pet waste pamphlet copy in Appendix E
10/1/05 and ongoing	Maintain Yard Waste Collection Program	SPPP Forms 9, 10
10/1/2005 and ongoing	Annual inspection, reporting and repair (if necessary) of municipally-owned roadside facilities	SPPP Form 12 and Sample Roadside Erosion Maintenance Log
10/1/2005-3/31/09	Complete outfall inspections for evidence of illicit connections.	SPPP Forms 7,8, and <i>Attachment B of MS4 Permit</i>
4/1/05 -- 4/1/07	First 50% of inlets labeled (Sector 1--West of Center Street)	SPPP Form 5

Table 1
MS4 Compliance Summary and Associated
Timetables

Regulatory Timetables, continued	Task	Refer to SPPP form(s)/other
4/1/05 -- 4/1/07	Comply with interim de-icing storage standards (i.e., tarping) (CURRENTLY NOT APPLICABLE)	SPPP Form 15
4/1/05 -- 4/1/07	Map outfalls discharging into waterways (CURRENTLY NOT APPLICABLE)	SPPP Form 6
4/1/07 and ongoing	Comply with permanent de-icing storage standards (enclosed structure, impermeable floor)	SPPP Form 15
4/1/07 -- 4/1/09	Remaining 50% of inlets labeled (Sector 2 – East of Center street).	SPPP Form 5
4/1/07 -- 4/1/09	Map outfalls discharging into waterways (CURRENTLY NOT APPLICABLE)	SPPP Form 6

II. Municipal Audit

A. Storm Drain Inlet Labeling

Merchantville Borough labeled all applicable municipal inlets. Metallic labels were installed on all inlets.

B. Outfall Mapping

Merchantville has no outfalls systems which charge directly into waterways – all discharges are into adjacent municipal systems (i.e., into Cherry Hill and Pennsauken Townships), or into dry swales which enter into other municipalities. There are dry swales along the railroad, into which two outfalls discharge. There is no need to map these outfalls; however they will be inspected for illicit connections and outfall scouring/erosion annually.

C. Illicit Connections

All outfalls will have to be inspected for evidence of illicit connections (i.e., for pipe discharges after dry weather events). Dry weather is defined as no significant rain for at least 3 days. Some discharges (sump pumps, street cleaning, residential car washing, etc.). Illicit connections, if any, have to be reported and prioritized for elimination. **Refer to Attachment B of the Tier A permit for specific methodology.**

As stated previously there are dry swales along the railroad, into which two outfalls discharge. These outfalls will be inspected for illicit connections annually.

D. Yard Waste Collection

Current MS4 regulations require that municipalities provide leaf collection on an as-needed basis, or pass an ordinance prohibiting leaf disposal on streets. Merchantville has an ordinance in place where leaves are bagged and collected on streets during published collection days.

E. Street Sweeping

Beginning **April, 2005**, there is a requirement for monthly sweeping of **select** Borough Streets, weather and street surfaces permitting, which meet **all** of the following criteria:

- **Commercial (non-residential) only.**
- **City owned and operated.**
- **Curbed streets roads and highways.**
- **Speed limit of 35 mph or less.**

It should be noted that the only commercial streets in the Borough that meet the above conditions are County streets. Therefore, the Borough has no street sweeping requirements under this program. The County sweeps its streets within Merchantville on a scheduled basis, including but not limited to Maple, Centre, Park, Church, Chapel, and Browning Avenues.

In addition, the Borough sweeps its downtown commercial area quarterly, including the above County streets.

F. Stormwater Facility Maintenance

All facilities must be inspected, maintained and/or repaired as necessary (e.g., cleaned or repaired as necessary to maintain functioning of systems). **"System" only** includes stormwater infrastructure **owned and maintained** by the municipality.

Merchantville's system is comprised of inlets, piping, and two (2) Borough-owned outfalls along the railroad swale as referenced above. It has no swales, detention or retention basins.

The Borough will comply with inspection and reporting requirements for its infrastructure, including minimum annual inspection of its inlets (and cleaning as necessary). It should be noted that the Borough currently cleans its inlets twice per year, in excess of the minimum standard. It should be noted that Merchantville DPW personnel actually inspect inlets before major storms and remove surface leaf litter and debris so they are not washed into the Borough storm sewer system, again well in excess of its MS4 compliance requirements.

G. Outfall Pipe Remediation

The Borough has no outfalls that discharge into waterways, just the two (2) outfalls which discharge into a dry swale system near the railroad.

The Borough will inspect its two outfalls noted above for erosion concurrent with illicit connection investigations. If necessary, the Borough will report and schedule necessary repairs.

H. De-icing material storage

The Borough uses salt but has no dedicated salt storage facility. Almost all salt used is picked up from Camden County on an as-needed basis via an interlocal agreement between the Borough and the County.

Approximately 1 truckload of salt is stored in the Borough's DPW building located at the intersection of Cove and West Chestnut Avenues. Since the DPW building is enclosed and has an impervious (concrete) floor, this storage complies with MS4 regulations.

No sand is stored within 50 feet of a municipal inlet or local waterway.

I. Standard Operating Procedures (SOPs)

1. Fuel tanks

All Borough vehicles that use diesel or gasoline fuel at the Pennsauken DPW site via their storage tanks at the facility.

The Borough has applicable SOP's on file.

2. DPW Garage (vehicle maintenance, good housekeeping)

The existing DPW facility has a Public Works building (where limited vehicle maintenance is done; i.e., occasional oil changes of small trucks). All other vehicle maintenance is done privately. All vehicle maintenance (i.e., fluid changes, minor repairs) is performed indoors.

Spills are cleaned up using absorbent materials, and disposed legally.

Spills, if any, are cleaned up using absorbent materials, and disposed legally.

3. Good Housekeeping

Applicable Good Housekeeping practices have been implemented.

J. Employee Training Requirements

The Borough will conduct annual Employee Training on its MS4 obligations.

Appendix A – Stormwater Pollution Prevention Plan Forms, Sample Logs

Tier A Municipal Stormwater Regulation Program

Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Thomas Leisse, PE

Title: Consulting Engineer, Pennoni Associates

Date: April 2018

Municipality: Merchantville Borough

County: Camden

NJPDES #: NJG0141852(Tier A)

PI ID #: 50577

Stormwater Program Coordinator: Jason Koestol

Title: Superintendent

Office Phone #: (856) 665-0590

Emergency Phone #: (856) 571-1198

Public Notice Coordinator: Denise Brouse

Title: Borough Clerk

Office Phone #: 856-662-2474

Emergency Phone #: 856-662-2474

Post-Construction Stormwater Management Coordinator: Tom Connelly

Title: Code Enforcement

Office Phone #: 856-662-2474

Emergency Phone #: 856-662-2474

Local Public Education Coordinator: Mara Wuebker

Title: Community Development

Office Phone #: 856-662-2474

Emergency Phone #: 856-662-2474

Ordinance Coordinator: Denise Brouse

Title: Borough Clerk

Office Phone #: 856-662-2474

Emergency Phone #: 856-662-2474

Public Works Coordinator: Jason Koestol

Title: Manager

Office Phone #: (856) 665-0590

Emergency Phone #: (856) 571-1198

Employee Training Coordinator: Kevin Patti

Title: Training Coordinator

Office Phone #: (856) 662-0900

Emergency Phone #: (856) 662-0900

Other: Thomas Leisse

Title: Consulting Engineer

Office Phone #: 856-547-0505

Emergency Phone #: 267-979-3296

SPPP Form 2 - Public Notice

Municipality
Information

Municipality: Merchantville Borough

County: Camden

NJPDES # : NJG0141852(Tier A)

PI ID #: 5577

Team Member/Title: Denise Brouse, Borough Clerk

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of Completion: November, 2006 Date of most recent update: April 2018

Briefly outline the principal ways in which you comply with applicable State and local public notice requirements when providing for public participation in the development and implementation of your stormwater program.

For meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law," N.J.S.A. 10:4-6 et. seq.), Merchantville Borough provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, Merchantville Borough provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-1 et. seq. In addition, for municipal actions (e.g., adoption of the municipal stormwater management plan) subject to public notice requirements in the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.), Merchantville Borough complies with those requirements.

SPPP Form 3 – New Development and Redevelopment Program

Municipality Information

Municipality: Merchantville Borough

County: Camden

NJPDES # : NJG0141842

PI ID #: 50577

Team Member/Title: Mara Wuebker, Community Development

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of Completion: November, 2006 Date of most recent update: April 2018

Describe in general terms your post-construction stormwater management in new development and redevelopment program (post-construction program), and how it complies with the Tier A Permit minimum standard. This description must address compliance with the Residential Site Improvement Standards for stormwater management; ensuring adequate long-term operation and maintenance of BMPs (including BMPs on property that you own or operate); design of storm drain inlets (including inlets that you install); and preparation, adoption, approval, and implementation of a municipal stormwater management plan and municipal stormwater control ordinance(s). Attach additional pages as necessary. Some additional specific information (mainly about that plan and ordinance(s)) will be provided in your annual reports.

To control stormwater from new development and redevelopment projects throughout Merchantville Borough (including projects we operate), we do the following:

We are already ensuring that all new residential development and redevelopment projects that are subject to the Residential Site Improvement Standards for stormwater management (including the NJDEP Stormwater Management rules, NJAC 7:8, referenced in those standards) are in compliance with those standards. Our planning and zoning boards ensure such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.

We will ensure adequate long-term operation and maintenance of BMP's for that project by requiring a project maintenance plan similar to the maintenance plan described in our draft of that ordinance, and by requiring and funding the implementation of that plan. We will also require any storm drain inlets that we install to comply with the design standard in Attachment C of our permit. Once that ordinance takes effect, we will ensure such operation and maintenance for any new development or redevelopment projects on our property by complying with the maintenance requirements in that ordinance. In addition, any storm drain inlets we install for such projects will comply with that ordinance's standards for such inlets.

SPPP Form 3 (continued)
New Development and Redevelopment Program

A Stormwater Management Plan and ordinance have been prepared by Merchantville Borough per its MS4 obligations.

For Merchantville Borough BMP that is installed with the requirements of our post-construction program, Merchantville Borough will ensure adequate long-term operation, as well as preventative and corrective maintenance (including replacement) of BMPs. For BMPs on private property that we do not own or operate, Merchantville Borough intends to do this by enforcement of provisions in the municipal control ordinances to provide necessary operations and maintenance, which will be incorporated into future planning board approvals, and memorialized by resolutions.

Merchantville Borough will also enforce, through the municipal stormwater control ordinance, compliance with the design standard in Attachment C of our permit to control passage of solid and floatable materials through storm drain inlets. Merchantville Borough expects that for most projects, such compliance will be achieved either by conveying flows through a trash rack, as described in the "Alternative Device Exemptions", or (for flows not conveyed through such a trash rack), by installation of the NJDEP bicycle safe grate and (if needed) a curb opening with a clear space no bigger than two inches across in dimension.

SPPP Form 4- Local Public Education Program

Municipality
Information

Municipality: Merchantville Borough County Camden

NJPDES # : 0141852 (Tier A) PI ID #: 50577

Team Member/Title: Mara Wuebker

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: November, 2006 Date of most recent update: April 2018

Local Public Education Program

Describe your Local Public Education Program. Be specific on how you will distribute your educational information, and how you will conduct your annual event. Attach additional pages with the date(s) of your annual mailing and the date and location of your annual event.

For our annual distribution, we will mail the DEP brochure to our residents and businesses. The brochure will be distributed with our annual notice of municipal bills. Extra copies will be available at our Borough library and at our municipal building.

An annual local event will be held each year at a time to be determined. We will make the DEP brochure and other educational materials available at our table at each annual event.

SPPP Form 5 – Storm Drain Inlet Labeling

Municipality
Information

Municipality: Merchantville Borough County Camden

NJPDES # : 0141852 PI ID #: 50577

Team Member/Title: Jason Koeste, Public Works Manager

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: November, 2006 Date of most recent update: April 2018

Storm Drain Inlet Labeling

Describe your storm drain inlet labeling program, including your labeling schedule, the details of your long-term maintenance plan, and plans on coordinating with watershed groups or other volunteer organizations.

For our storm drain inlet labeling program, the Borough will provide services to label inlets in accordance with the requirements and timetables within its MS4 permit.

We will label all storm drain inlets that are along municipal streets with sidewalks, and all storm drain inlets within plazas, parking areas, or maintenance yards that are operated by Merchantville Borough.

Merchantville Borough initially labeled all applicable municipal inlets before April, 2007.

SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality
Information

Municipality: Merchantville Borough County Camden

NJPDES # : NJG 0141852 (Tier A) PI ID #: 50577

Team Member/Title: Jason Koestel, Public Works Manager

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: November, 2006 Date of most recent update: April 2018

Explain how you will prepare your map (include its type and scale, and the schedule for the mapping process). Who will prepare your map (e.g., municipal employees, a consultant, etc.)?

Merchantville has no outfall systems which charge directly into waterways - all discharges are into adjacent municipal systems (i.e., into Cherry Hill Township), or into dry swales which enter into other municipalities. There are dry swales along the railroad, into which two (2) outfalls discharge. There is no need to map these outfalls; however they will be inspected for illicit connections and outfall scouring/ erosion.

SPPP Form 7 – Illicit Connection Elimination Program

Municipality Information

Municipality: Merchantville Borough County Camden

NJPDES #: NJG 0141852 (Tier A) PI ID #: 50577

Team Member/Title: Jason Koestel, Public Works Manager

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: November, 2006 Date of most recent update: April 2018

Describe your Illicit Connection Elimination Program, and explain how you plan on responding to complaints and/or reports of illicit connections (e.g., hotlines, etc.). Attach additional pages as necessary.

As stated previously, the Borough operates no outfalls that discharge within Merchantville. If any future outfalls are installed, the Borough will use the Connection Inspection Report Form to conduct these inspections, and each of these forms will be kept with our SPPP records. Outfall pipes that are found to have a dry weather flow or evidence of an intermittent non-stormwater flow will be rechecked again to locate the illicit connection. If we are able to locate the illicit connection (and the connection is within Merchantville Borough), we will cite the responsible party for being in violation of our Illicit Connection Ordinance, and we will have the collection eliminated immediately. If, after the appropriate amount of investigation, we are unable to locate the source of the illicit connection, we will submit the Closeout Investigation Form with our Annual Inspection and Recertification. If an illicit connection is found to originate from another public entity, Merchantville Borough will report the illicit connection to the Department. Investigations of outfalls will be annually.

SPPP Form 8 – Illicit Connection Records

Municipality
Information

Municipality: Merchantville Borough County Camden

NJPDES # : NJG0141852 (Tier A) PI ID #: 50577

Team Member/Title: Jason Koestel, Public Works Manager

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: November, 2006 Date of most recent update: April 2018

Prior to May 2, 2006

Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.

Total number of inspections performed this year? _____

Number of outfalls found to have a dry weather flow? _____

Number of outfalls found to have an illicit connection? _____

How many illicit connections were eliminated? _____

Of the illicit connections found, how many remain? _____

May 2, 2006 – May 1, 2007

Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.

Total number of inspections performed this year? _____

Number of outfalls found to have a dry weather flow? _____

Number of outfalls found to have an illicit connection? _____

How many illicit connections were eliminated? _____

Of the illicit connections found, how many remain? _____

May 2, 2007 – May 1, 2008

Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.

Total number of inspections performed this year? _____

Number of outfalls found to have a dry weather flow? _____

Number of outfalls found to have an illicit connection? _____

How many illicit connections were eliminated? _____

Of the illicit connections found, how many remain? _____

May 2, 2008 – May 1, 2009

Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.

Total number of inspections performed this year? _____

Number of outfalls found to have a dry weather flow? _____

Number of outfalls found to have an illicit connection? _____

How many illicit connections were eliminated? _____

Of the illicit connections found, how many remain? _____

SPPP Form 9 – Yard Waste Ordinance/Collection Program

Municipality
Information

Municipality: Merchantville Borough County Camden

NJPDES # : NJG0141852 (Tier A) PI ID #: 50577

Team Member/Title: Jason Koestel, Public Works Manager

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: November, 2006 Date of most recent update: April 2018

Please describe your yard waste collection program. Be sure to include the collection schedule and how you will notify the residents and businesses of this schedule. Attach additional pages as necessary.

Merchantville Borough has an existing yard waste collection and disposal program that complies with MS4 requirements.

Current MS4 regulations require that municipalities provide leaf collection on an as-needed basis, or pass an ordinance prohibiting leaf disposal on streets. Merchantville has an ordinance in place where leaves are bagged and placed at the curblane for pick up per the published collection schedule.

Merchantville Borough has adopted a yard waste ordinances (see SPPP Form 10) that will prohibit all yard wastes from being placed at the curb or along the street more than 24 hours prior to our scheduled collections.

SPPP Form 10 - Ordinances

Municipality
Information

Municipality: Merchantville Borough County Camden

NJPDES # : NJG0141852 (Tier A) PI ID #: 50577

Team Member/Title: Denise Brouse, Borough Clerk

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: November, 2006 Date of most recent update: April 2018

For each ordinance, give the date of adoption. If not adopted, explain the development status:

Pet Waste (November 28, 2005)

Are information sheets regarding pet waste distributed with pet licenses? Y () N ()

Litter (November 28, 2005)

Improper Waste Disposal (November 28, 2005)

Wildlife Feeding (November 28, 2005)

Yard Waste (November 28, 2005)

Illicit Connections (November 28, 2005)

How will these ordinances be enforced?

Through existing Borough Code Enforcement

[illegible]

Are you claiming any alternative device exemptions or historic place exemptions for any of the above projects? Please explain:

Merchantville Borough does not operate any alternative devices within the municipality. At this time, we do not plan on installing any such devices for repaving, repairing, reconstruction or alteration projects. We also do not plan on claiming any historic place exemptions.

SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Municipality
Information

Municipality: Merchantville Borough County: Camden

NJPDES #: NJG 0141852 (Tier A) PI ID #: 50577

Team Member/Title: Jason Koestel, Public Works Manager

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: November, 2006 Date of most recent update: April 2018

Street Sweeping

Please describe the street sweeping schedule that you will maintain.

(NOTE: Attach a street sweeping log containing the following information: date and area swept, # of miles swept and the total amount of materials collected.)

The Borough is not obligated to street sweeping per regulation.

Road Erosion Control Maintenance

Describe your Road Erosion Control Maintenance Program, including inspection schedules. A list of all sites of roadside erosion and the repair technique(s) you will be using for each site should be attached to this form.

(NOTE: Attach a road erosion control maintenance log containing the following information: location, repairs, date)

Road erosion control maintenance (DPW) -- Beginning October, 2005 Public Works (DPW) personnel will monitor all non-curbed municipal streets for erosion problems during 'normal patrols'. Erosion problems will be reported to the Public Works Manager, and prioritized for repairs in accordance with SCD and DEP standards, as applicable. An inspection log will be kept with repairs and dates, with a repair status kept in the Annual Report and Recertification. The inspection will be maintained by the Public Works Manager.

SPPP Form 13 – Stormwater Facility Maintenance

Municipality Information

Municipality: Merchantville Borough County: Camden

NJPDES #: NJG0141852 (Tier A) PI ID #: 50577

Team Member/Title: Jason Koestel, Public Works Manager

Effective Date of Permit Authorization (EDPA): _____

Date of Completion: November, 2006 Date of most recent update: April 2018

Please describe your annual catch basin cleaning program and schedule. Attach a map/diagram or additional pages as necessary.

Beginning April, 2005, Merchantville Borough implemented an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins will be inspected once each year and maintained, if necessary, by DPW personnel and/or procured services. If, at the time of inspection, no sediment, trash or debris is observed in the catch basin, then that catch basin will not be cleaned. All catch basins will be inspected yearly, even if they were found to be "clean" the previous year.

Please describe your stormwater facility maintenance program for cleaning and maintenance of all stormwater facilities operated by the municipality. Attach additional pages as necessary.

(NOTE: Attach a maintenance log containing information on any repairs/maintenance performed on stormwater facilities to ensure their proper function and operation.)

Merchantville will implement a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Borough function properly. Merchantville Borough operates the following:

-catch basins

-storm drains

These stormwater facilities will be inspected annually using DPW personnel to insure that they are functioning properly. In high risk areas, preventative maintenance will be performed on all stormwater facilities to ensure that they do not begin to fail

At the time of cleaning, the catch basins will also be inspected for proper function. Maintenance will be scheduled for those catch basins that are in disrepair. The annual catch basin cleaning program began April, 2005.

Borough of Merchantville
Stormwater Facility Maintenance Log
January, 2005

Year _____
Prepared By _____
Date _____

<u>Month</u>	<u>(date)</u>	<u>Stormwater Facility</u>	<u>Repairs</u>
April			
May			
June			
July			
August			
September			
October			
November			
December			
January			
February			
March			

SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality
Information

Municipality: Merchantville Borough County: Camden

NJPDES #: NJG0141852 (Tier A) PI ID #: 50577

Team Member/Title: Jason Koestel, Public Works Manager

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: November, 2006 Date of most recent update: April 2018

Describe your stormwater outfall pipe scouring detection, remediation and maintenance program to detect and control active, localized stream and stream bank scouring. Attach additional pages as necessary.

(NOTE: Attach a prioritized list of sites observed to have outfall pipe stream and stream bank scouring, date of anticipated repair, method of repair and date of completion.)

Beginning October, 2005, concurrent with illicit connection investigations, outfalls are be inspected for signs of stream erosion and scouring. Sites will be prioritized, and repairs will be scheduled and performed in accordance with Camden County (SCD) and NJDEP standards.

We will follow-up each repair with an annual inspection of the site to ensure that scouring has not resumed.

Once inspections are underway, we will develop a list of all sites with outfall pipe stream scouring, the date we plan on repairing the scouring, and the method of repair we will use. When repairs are completed, we will note the date of that repair on this form.

SPPP Form 15 – De-icing Material Storage

Municipality
Information

Municipality: Merchantville Borough County Camden

NJPDES # : NJG0141852 (Tier A) PI ID #: 50577

Team Member/Title: Jason Koestel, Public Works Manager

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: November, 2006 Date of most recent update: April 2018

De-icing Material Storage

Describe how you currently store your municipality's de-icing materials, and describe your inspection schedule for the storage area. If your current storage practices do not meet the de-icing material storage SBR describe your construction schedule and your seasonal tarping interim measures. If you plan on sharing a storage structure, please include its location, as well as a complete list of all concerned public entities. If you store sand outdoors, describe how it meets the minimum standard.

The Borough uses salt but has no dedicated salt storage facility. Almost all salt used is picked up from Camden County on an as needed basis via an interlocal agreement between the Borough and the County.

Approximately one (1) truckload of salt is stored in the Borough's DPW building located at the intersection of Cove Avenue and West Chestnut Avenue. Since the DPW building is enclosed and has an impervious (concrete) floor, this storage complies with MS4 regulations.

In addition, sand is stored as necessary more than 50-feet away from any municipal inlets.

**Inventory List
Merchantville Borough Public Works Facility**

Inventory Requirements for Municipal Maintenance Yard Operations (including Ancillary Operations)

Tier A Municipalities shall include for municipal maintenance yard operations an inventory that includes the following:

A list to be made part of the SPPP of general categories of all materials or machinery located at the municipal maintenance yard, which could be a source of pollutants in a stormwater discharge. The materials in question include, but are not limited to: raw materials; intermediate products; final products; waste materials; by-products; machinery and fuels; and lubricants, solvents, and detergents that are related to the municipal maintenance yard operations or ancillary operations. Materials or machinery that are not exposed to stormwater or that are not located at the municipal maintenance yard or related to its operations do not need to be included.

- **Waste materials or by-products**

- **Machinery and fuels**

- **Lubricants N/A (all lubricants are located indoors, no storm drain connected floor drains)**

- **Solvents N/A (all solvents are located indoors, no storm drain connected floor drains)**

- **Detergents N/A (all detergents are located indoors, no storm drain connected floor drains)**

Merchantville Borough Standard Operating Procedure Vehicle Maintenance

Merchantville Borough

Public Works Facility, Park Boulevard & Glover Street

BMP Objectives

- Waste Management
- Spill Prevention, Containment and Countermeasures
- Pollution Control

Introduction and

Purpose This SOP contains the basic practices of vehicle maintenance to be implemented at all maintenance yards including maintenance activities at ancillary operations in Merchantville Borough. The purpose of this SOP is to provide a set of guidelines for the Merchantville Borough vehicle maintenance yards including maintenance activities at ancillary operations.

Scope This SOP applies to all maintenance yards including maintenance activities at ancillary operations within the Borough of Merchantville.

Standards and Specifications

- Conduct vehicle maintenance operation only in designated areas.
- When possible, perform all vehicle and equipment maintenance at an indoor location with a paved floor.
- Always use drip pans.
- Absorbent spill clean-up materials shall be available in maintenance areas and shall be disposed of properly after use.
- Maintenance areas shall be protected from stormwater run-on and runoff, and shall be located at least 50 feet downstream drainage facilities and watercourses.
- Use portable tents or construct a roofing-device over long-term maintenance areas and for projects that must be performed outdoors.
- Do not dump or dispose oils, grease, fluids, and lubricants onto the ground.
- Do not dump or dispose batteries, used oils, antifreeze and other toxic fluids into a storm drain or watercourse.
- Do not bury tires.
- Collect waste fluids in properly labeled containers and dispose properly.

**Spill Response
and Reporting**

- Provide spill containment dikes or secondary containment around stored oils and other fluid storage drum(s).
- Conduct cleanups of any fuel spills immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and the rest of the area is to be swept.
- Collected waste is to be disposed of properly.
- Contact the County Division of Environmental Health at (856) 374-6000.

**Maintenance
and Inspection**

- Periodically check for leaks and damaged equipment and make repairs as necessary.

SPPP Form 17 – Employee Training

Municipality
Information

Municipality: Merchantville Borough County Camden

NJPDES # : NJG 0141852 PI ID #: 50577

Team Member/Title: Jason Koestel

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: November, 2006 Date of most recent update: April 2018

Describe your employee training program. For each required topic, list the employees that will receive training on that topic, and the date the training will be held. Attach additional pages as necessary.

(See continuation sheet)

SPPP Form 67 – Standard Operating Procedures

Municipality Information

Municipality: Merchanville Borough County Camden

NJPDES # : NJG0141852 (Tier A) PI ID #: 50577

Team Member/Title: Jason Koestel, Public Works Manager

Effective Date of Permit Authorization (EDPA): _____

Date of Completion: November, 2006 Date of most recent update: April 2018

BMP	Date SOP went into effect	Describe your inspection schedule
Fueling Operations (including the required practices listed in Attachment D of the permit)	<i>November, 2006</i>	<i>Former fueling facility was removed from service. No inspections currently required.</i>
Vehicle Maintenance (including the required practices listed in Attachment D of the permit)	<i>November, 2006</i>	<i>Monthly inspections will be held to ensure that the SOP is being met.</i>
Good Housekeeping Practices (including the required practices listed in Attachment D of the permit) Attach inventory list required by Attachment D of the permit.	<i>November, 2006</i>	<i>Monthly inspections of all municipal maintenance yards and ancillary operations will be held.</i>

Merchantville Borough Standard Operating Procedures Vehicle and Equipment Fueling

Merchantville Borough

Maintenance Yard

With Fueling Operations

Public Works

Introduction and

Purpose Vehicle and equipment fueling procedures and practices are designed to minimize surface or ground waters. Understanding the procedures for delivering fuel into vehicles, mobile fuel tanks, and storage tanks is critical for this purpose. Safety is always the priority.

Scope These procedures are to be implemented at all maintenance yards with fueling. Including mobile fueling operations.

Standards and

Specifications

(for vehicle and

equipment fueling)

- Shut the engine off
- Ensure that the fuel is the proper type of fuel.
- Absorbent spill clean-up materials and spill kits shall be available in fueling areas and on mobile fueling vehicles and shall be disposed of properly after use.
- Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut-off to prevent overfill.
- Fuel tanks shall not be “topped off”.
- Mobile fueling shall be minimized. Whenever practical, vehicles and equipment shall be transported to the designated fueling area in the maintenance yard.
- Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment, and appropriate contact information for the person(s) responsible for spill response.

**Standards and
Specifications
(for bulk fueling)**

- Drip pans or absorbent pads shall be used under all hose and pipe connections and other leak-prone areas during bulk fueling.
- Block storm sewer inlets, or contain tank trucks used for bulk transfer, with temporary berms or temporary absorbent booms during the transfer process. If temporary berms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel must be within the temporary berms during the loading/unloading of bulk fuels.
- Protect fueling areas with berms and/or dikes to prevent run-on, runoff, and to contain spills.
- A trained employee must always be present to supervise during bulk transfer.

Spill Response

- Conduct cleanups of any fuel spills immediately after discovery.
- Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and absorbent materials shall be swept up.
- Collected waste is to be disposed of properly.
- Contact the County Division of Environmental Health at 856-374-6000.

**Maintenance
and Inspection**

- Fueling areas and storage tanks shall be inspected monthly.
- Keep an ample supply of spill cleanup material on the site.
- Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must be repaired or replaced immediately.

Are you claiming any alternative device exemptions or historic place exemptions for any of the above projects? Please explain:

Merchantville Borough does not operate any alternative devices within the municipality. At this time, we do not plan on installing any such devices for repaving, repairing, reconstruction or alteration projects. We also do not plan on claiming any historic place exemptions.

Appendix B – MS4 Tier A Summary Matrix and Tier A Permit

NJPDES Municipal Stormwater Regulation Program **Summary of Statewide Basic Requirements (SBRs)**

Tier A Municipal Stormwater Permit (NJ0141852)

(Please refer to final permit for details on SBRs)

Statewide Basic Requirement	Minimum Standard	Implementation Schedule
Stormwater Pollution Prevention Plan (SPPP)	SPPP describes the municipality's stormwater program, which includes details on the implementation of required SBRs.	12 months from effective date of permit authorization (EDPA)
Annual Report and Certification	Summarize the status of compliance with permit	On or before May 2, 2005 and every 12 months thereafter
Public Notice	Comply with applicable State and local public notice requirements when providing for public participation.	Upon EDPA
Post-Construction Stormwater Management in New Development and Redevelopment		
Stormwater Management Plan	Adopt stormwater management (SWM) plan in accordance with N.J.A.C. 7:8-4.	Complete 12 mos. from EDPA
Stormwater Management Plan (for Pinelands municipalities)	Adopt stormwater management (SWM) plan in accordance with N.J.A.C. 7:8-4.	Complete 3 months from date Department provides draft Pinelands ordinance
Stormwater Control Ordinance	Adopt and implement stormwater control ordinance in accordance with N.J.A.C. 7:8-4. Resubmit "conditionally approved" and "disapproved" municipal stormwater plans and ordinances to the county review agency.	Adopt ordinance 12 months from SWM plan adoption Resubmit 180 days from initial decision
Residential Site Improvement Standards	Ensure compliance with Residential Site Improvement Standards for stormwater management (N.J.A.C. 5:21-7), including any exception, waiver, or special area standard approved under N.J.A.C. 5:21-3.	Upon EDPA
BMP Operation and Maintenance	Ensure adequate long-term operation and maintenance of BMPs.	EDPA for BMPs on municipal property, 24 months for BMPs elsewhere
Storm Drain Inlets Design Standard for New Construction	New storm drain inlets must meet the design standards specified in Attachment C of the permit.	12 months from EDPA if municipally installed. Otherwise 24 mos. from EDPA
Local Public Education		
Local Public Education Program	Copy and distribute educational brochure (provided by the Department) annually to residents and businesses, and conduct a yearly educational "event". Have brochure available at this event.	Start 12 months from EDPA
Storm Drain Labeling	Label all municipal storm drain inlets that are next to sidewalks, or within plazas, parking areas or maintenance yards.	Within 60 months from EDPA
Improper Disposal of Waste		
Pet Waste Ordinance	Adopt and enforce an ordinance requiring owners and keepers to immediately and properly dispose of their pet's solid waste. Distribute informational brochure with pet licenses.	Complete 18 months and ongoing
Litter Ordinance	Adopt and enforce a litter ordinance, or enforce the existing State litter statute (N.J.S.A. 13:1E-99.3).	Complete 18 months and ongoing
Improper Waste Disposal Ordinance	Adopt and enforce an ordinance prohibiting spilling, dumping or disposal of any materials other than stormwater into the MS4.	Complete 18 months from EDPA and ongoing

Wildlife Feeding Ordinance	Adopt and enforce an ordinance that prohibits feeding of non-confined wildlife in any public park or property owned/operated by the municipality (except environmental education centers and feral cats as part of an approved TNR program).	Complete 18 months from EDPA and ongoing
Yard Waste	Adopt and enforce an ordinance that prohibits placing non-containerized yard waste in the street, OR develop a yard waste collection program.	Start 18 months from EDPA and ongoing
Illicit Connection Ordinance	Develop, implement and enforce a ordinance, to the extent allowable under State law, to prohibit illicit connections to the MS4.	Develop & implement 18 months from EDPA
Illicit Connection Elimination Program	Develop, implement and enforce a program to detect and eliminate illicit connections into the municipality's small MS4.	Develop & implement 18 months from EDPA
MS4 Outfall Pipe Mapping	Map all municipal storm sewer outfall pipes which discharge to surface water by dividing the municipality into two sectors for the purposes of outfall mapping.	Map 1 st sector 36 months from EDPA Map 2 nd sector 60 mos. from EDPA
Solids and Floatable Controls		
Monthly Sweeping of Certain Streets in Predominantly Commercial Areas	In predominantly commercial areas, conduct monthly sweeping of curbed streets, roads and highways (with a speed limit \leq 35 mph), weather and street surface conditions permitting.	Start 12 months from EDPA and ongoing
Storm Drain Inlet Retrofitting	Retrofitting of storm drain inlets during road repair, reconstruction, alterations or repaving with inlets that meet the design standards specified in Attachment C of the permit.	Start 12 months from EDPA and ongoing
Stormwater Facility Maintenance	Develop and implement a stormwater facility maintenance program that includes yearly catch basin cleaning and ensures proper function and operation of all municipally operated stormwater facilities.	Start 12 months from EDPA and ongoing
Road Erosion Control Maintenance	Develop a roadside erosion control maintenance program to identify and stabilize roadside erosion. Make repairs in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey (N.J.A.C. 2:90-1).	Start 18 months from EDPA and ongoing
Outfall Pipe Stream Scouring Remediation	Develop and implement a stormwater outfall pipe scouring detection, remediation and maintenance program to identify and stabilize localized stream and stream bank scouring in the vicinity of outfall pipes operated by the municipality. Repairs shall be in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey (N.J.A.C. 2:90-1).	Start 18 months from EDPA and ongoing
Maintenance Yard Operations		
De-icing Material Storage	Construct permanent indoor storage with an impermeable floor for deicing materials. Seasonal tarping shall be used as an interim BMP until the permanent structure is completed. Uncovered sand may be stored outside if a 50' setback is maintained from any storm sewer inlet.	Comply w/ tarping & sand storage requirements w/in 12 months, complete perm. structure w/in 36 mos. from EDPA
Fueling Operations	Develop and implement SOPs for vehicle fueling and bulk delivery and implement with the required practices contained in Attachment D of the permit.	Start 12 months from EDPA and ongoing
Vehicle Maintenance	Implement required practices for vehicle maintenance contained in Attachment D of the permit.	Start 12 months from EDPA & ongoing
Good Housekeeping	Implement required practices for good housekeeping, contained in Attachment D of the permit.	Start 12 months from EDPA & ongoing
Equipment and Vehicle Washing	Implement program to eliminate the unpermitted discharge of equipment and vehicle washwater to the waters of the State.	Implement on or before February 28, 2009
Employee Training		
Employee Training	Develop and conduct an employee training program for appropriate employees that covers the required topics contained in the permit.	Start 12 months from EDPA & ongoing

Tier A Municipal Stormwater General Permit (NJ0141852)

Major Modification

Effective Date of Permit Modification: September 1, 2005

PART I NARRATIVE REQUIREMENTS:

A. Authorization Under this Permit

1. Permit Area

- a. This permit applies to all areas of the State of New Jersey.

2. Eligibility

- a. This permit may authorize all new and existing stormwater discharges to surface water and groundwater from small municipal separate storm sewer systems (MS4s) owned or operated by municipalities assigned to Tier A under N.J.A.C. 7:14A-25.3(a)1 (Tier A Municipalities), except as provided in A.5 below.
- b. On a case-by-case basis, the Department may use this permit to authorize new and existing stormwater discharges to surface water and groundwater from small MS4s (or portions of small MS4s) owned or operated by Tier B Municipalities. As used in this permit, the term "Tier A Municipality" includes Tier B Municipalities that seek or obtain authorization pursuant to this provision of this permit.
- c. After the Effective Date of Permit Authorization (EDPA), the permit authorizes the following new and existing non-stormwater discharges from small MS4s owned or operated by Tier A Municipalities:
 - i. Water line flushing and discharges from potable water sources
 - ii. Uncontaminated ground water (e.g., infiltration, crawl space or basement sump pumps, foundation or footing drains, rising ground waters)
 - iii. Air conditioning condensate (excluding contact and non-contact cooling water)
 - iv. Irrigation water (including landscape and lawn watering runoff)
 - v. Flows from springs, riparian habitats and wetlands, water reservoir discharges and diverted stream flows
 - vi. Residential car washing water, and residential swimming pool discharges
 - vii. Sidewalk, driveway and street wash water
 - viii. Flows from fire fighting activities including the washing of fire fighting vehicles
 - ix. Vehicle and equipment washwater from municipal operations pursuant to Part I, Section F.8.e of the permit

- x. Flows from rinsing of the following equipment with clean water:
 - Beach maintenance equipment immediately following their use for their intended purposes; and
 - Equipment used in the application of salt and de-icing materials immediately following salt and de-icing material applications. Prior to rinsing with clean water, all residual salt and de-icing materials must be removed from equipment and vehicles to the maximum extent practicable using dry cleaning methods (e.g., shoveling and sweeping). Recovered materials are to be returned to storage for reuse or properly discarded.

Rinsing of equipment in the above situations is limited to exterior, undercarriage, and exposed parts and does not apply to engines or other enclosed machinery.

- d. If any of the discharges listed in 2.c above are identified by the municipality as a significant contributor of pollutants to or from the MS4, the Tier A Municipality must address the discharge as an illicit connection or as an improper disposal of waste as specified in Part I, Section F of this permit

3. Authorization

- a. In order to obtain authorization under this permit (except for automatic renewal of authorization under A.4 below) a complete Request for Authorization (RFA) shall be submitted in accordance with the requirements of this permit. Upon review of the RFA, the Department may, in accordance with N.J.A.C. 7:14A-6.13, either:
 - i. Issue notification of authorization under this permit, in which case, authorization is deemed effective the first day of the following month of the date of the notification of authorization;
 - ii. Deny authorization under this permit and require submittal of an application for an individual permit; or
 - iii. Deny authorization under this permit and require submittal of an RFA for another general permit.
- b. For discharges from a small MS4 authorized by this permit, the Tier A Municipality is exempt from N.J.A.C. 7:14A-6.2(a)2. This exemption means that the discharge of any pollutant not specifically regulated in the NJPDES permit or listed and quantified in the NJPDES application or RFA shall not constitute a violation of the permit.
- c. Authorization under this permit shall cease to be effective under N.J.A.C. 7:14A-6.13(f), (h), (j) and (o), where applicable.

4. Automatic Renewal of Authorization

- a. Authorization under this permit will be automatically renewed when this general permit is reissued as provided by N.J.A.C. 7:14A-6.13(d)9 and 25.4(a)3 so long as the discharge authorized under the general permit continues to be eligible. The Department shall issue a notice of renewed authorization to the Tier A Municipality.

b. If the Tier A Municipality is aware of any information in the most recently submitted RFA that is no longer true, accurate, and/or complete, the Tier A Municipality shall provide the correct information to the Department within 90 days of the effective renewal authorization notice.

5. Stormwater Discharges Not Authorized

a. This permit does not authorize "stormwater discharge associated with industrial activity" as defined in N.J.A.C. 7:14A-1.2. Types of facilities that a Tier A Municipality may operate and that are considered to be engaging in "industrial activity" include but are not limited to certain landfills and recycling facilities, certain transportation facilities (including certain local passenger transit and air transportation facilities), certain facilities handling domestic sewage or sewage sludge, steam electric power generating facilities, and construction activity that disturbs five acres or more (see N.J.A.C. 7:14A-1.2 for the full definition of "stormwater discharge associated with industrial activity"). Any municipality that operates an industrial facility with such a discharge must submit a separate request for authorization (RFA) or individual permit application for that discharge. An RFA submitted for the Tier A Municipal Stormwater General Permit does not qualify as an RFA for such a discharge.

i. Deadlines to apply for a NJPDES permit for "stormwater discharge associated with industrial activity" are set forth in N.J.A.C. 7:14A-24.4(a)1. If such a discharge is from a facility (other than an airport, powerplant, or uncontrolled sanitary landfill) that is owned or operated by a municipality with a population of less than 100,000, the municipality shall submit the RFA or individual permit application by March 3, 2004. If such a discharge is from any other industrial facility, N.J.A.C. 7:14A-24.4(a)1 specifies earlier deadlines to apply.

b. This permit does not authorize "stormwater discharge associated with small construction activity" as defined in N.J.A.C. 7:14A-1.2. In general, this is the discharge to surface water of stormwater from construction activity that disturbs at least one but less than five acres (see N.J.A.C. 7:14A-1.2 for the full definition). Any municipality that operates a construction site with such a discharge must submit a separate RFA or individual permit application for that discharge. An RFA submitted for the Tier A Municipal Stormwater General Permit does not qualify as an RFA for such a discharge.

c. This permit does not authorize any stormwater discharge that is authorized under another NJPDES permit. A municipality does not have to implement measures contained in this NJPDES permit for stormwater discharges at facilities owned or operated by that municipality that are regulated under a separate NJPDES stormwater permit authorizing those discharges.

d. This permit does not authorize stormwater discharges from projects or activities that conflict with an adopted areawide or Statewide WQM plan.

B. Requests for Authorization Requirements

1. Deadline for Requesting Authorization for an Existing Discharge

a. An RFA for the existing discharges from the small MS4 owned or operated by a Tier A Municipality must be submitted to the Department on or before March 3, 2004, except as provided below.

- i. If a municipality receives notice from the Department that it has been reassigned from Tier B to Tier A, or that a special designation is made under N.J.A.C. 7:14A-25.2(a)4, the deadline to submit an RFA is 180 days after the receipt of that notice, unless the Department approves a later date.
- ii. The Department may, in its discretion, accept an RFA submitted after the foregoing deadline; however, the municipality may still be held liable for violating the deadline to apply in accordance with N.J.A.C. 7:14A-25.4 and for discharging pollutants without a valid NJPDES permit in accordance with N.J.A.C. 7:14A-2.1(d).

2. Deadline for Requesting Authorization for a New Discharge

- a. An RFA for discharges from a new small MS4 owned or operated by a Tier A Municipality must be submitted to the Department at least ninety (90) days prior to the operation of the new MS4 system.
 - i. A Tier A Municipality that already has authorization to discharge from a small MS4 under the Tier A Municipal Stormwater Permit does not need to submit an additional RFA for the expansion of an existing small MS4.
 - ii. A new small MS4 is a small MS4 that did not exist on March 3, 2004 and results in a new discharge to surface or ground waters of the State.

3. Requesting Authorization

- a. A separate RFA shall be submitted by each Tier A Municipality applying for authorization under this permit.
- b. A single RFA is required for the entire stormwater discharge from the small MS4 owned or operated by and located within a single municipality. Multiple RFAs are not required for multiple municipal operations (e.g., municipally owned and operated maintenance facilities, garages, and/or offices).

4. Contents of the Request for Authorization

- a. A completed RFA shall include all of the following information regarding the Tier A Municipality and shall be completed using the Department's RFA form:
 - i. The name of the municipality that operates the small MS4, county it is located in, and the address of the main municipal office (e.g., city hall, town hall, or municipal building).
 - ii. The name and mailing address of the Municipal Stormwater Program Coordinator who will submit any reports or certifications required by the permit and to whom the Department shall send all correspondence concerning the permit.
 - iii. A certification acknowledging the best management practices and measurable goals specified in the permit.

- iv. Additional information may be required by the Department to be included as part of the RFA if the Department determines that such additional information (including other data, reports, specifications, plans, permits, or other information) is reasonably necessary to determine whether to authorize the discharge under this permit.

5. Where to Submit

- a. A completed and signed RFA shall be submitted to the Department at the address specified on the Department's RFA form.

C. Definitions

1. The following definitions apply to this permit.

- a. "Catch Basin" means a cistern, vault, chamber or well that is usually built along a street as part of the storm sewer system.
- b. "EDPA" means Effective Date of Permit Authorization.
- c. "Illicit connection" means any physical or non-physical connection that discharges the following to a municipal separate storm sewer system, unless that discharge is authorized under a NJPDES permit other than the NJPDES permit for discharges from that system (non-physical connections may include, but are not limited to, leaks, flows, or overflows into the municipal separate storm sewer system):
 - i. Domestic sewage;
 - ii. Non-contact cooling water, process wastewater, or other industrial waste (other than stormwater); or
 - iii. Any category of non-stormwater discharges that the Tier A Municipality identifies as a source or significant contributor of pollutants pursuant to 40 C.F.R. 122.34(b)(3)(iii).
- d. "MS4" means a municipal separate storm sewer system.
- e. "Municipality" means a "municipality" as defined in the Municipal Land Use Law at N.J.S.A. 40:55D-5, that is, any city, borough, town, township, or village.
- f. "Municipal separate storm sewer" means a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains):
 - iv. Owned or operated by the United States, an interstate agency, a State, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to State law) having jurisdiction over disposal of sewage, industrial wastes, stormwater, or other wastes, including special districts under State law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe organization, or a designated and approved management agency under section 208 of the CWA that discharges to surface water or groundwater;
 - v. Designed and used for collecting or conveying stormwater;
 - vi. Which is not a combined sewer;

- vii. Which is not part of a POTW; and
- viii. Which is not either of the following:
 - A separate storm sewer(s) that is at an industrial facility, and that collects or conveys stormwater discharges associated with industrial activity that occurs at that facility; or
 - A separate storm sewer(s) that is at a construction site, and that collects or conveys stormwater discharges associated with small construction activity that occurs at that site.

g. "Small municipal separate storm sewer system" or "small MS4" means all municipal separate storm sewers (other than "large" or "medium" municipal separate storm sewer systems as defined in N.J.A.C. 7:14A-1.2) that are:

- i. Owned or operated by municipalities described under N.J.A.C. 7:14A-25.1(b);
- ii. Owned or operated by county, State, interstate, or Federal agencies, and located at public complexes as described under N.J.A.C. 7:14A-25.2(a)2; or
- iii. Owned or operated by county, State, interstate, or Federal agencies, and located at highways and other thoroughfares as described under N.J.A.C. 7:14A-25.2(a)3; or
- iv. Owned or operated by county, State, interstate, Federal, or other agencies, and receive special designation under N.J.A.C. 7:14A-25.2(a)4.

h. "Solid and floatable materials" means sediment, debris, trash, and other floating, suspended, or settleable solids.

i. "Stormwater" means water resulting from precipitation (including rain and snow) that runs off the land's surface, is transmitted to the subsurface, is captured by separate storm sewers or other sewerage or drainage facilities, or is conveyed by snow removal equipment.

D. Special Conditions

1. Sharing of Responsibilities

a. A Tier A Municipality may rely on another governmental, private, or nonprofit entity (for example, a watershed association) to satisfy the municipality's NJPDES permit obligations to implement one or more control measures (or components (s) thereof) pursuant to N.J.A.C. 7:14A-25.7(a) if:

- i. The other entity, in fact, implements the measure(s), or component(s) thereof;
- ii. The particular measure(s), or component(s) thereof, is at least as stringent as the corresponding NJPDES permit requirement;
- iii. The other entity agrees in writing (or is required by law) to implement the measure(s), or component(s) thereof, on the Tier A Municipality's behalf. The municipality is responsible for compliance with this permit if the other

entity fails to implement the measure(s), or component(s) thereof. In the annual reports the municipality must submit under Part I, Section H.3, the municipality shall specify that it is relying on another entity to satisfy some of the Tier A Municipality's NJPDES permit obligations.

iv. If the municipality is relying on another entity regulated under the NJPDES permit program to satisfy all of that Tier A Municipality's NJPDES permit obligations, including that municipality's obligation to file these annual reports, the municipality shall notify the Department of this reliance in writing, and shall also note this reliance in the municipality's SPPP.

E. Stormwater Program and Stormwater Pollution Prevention Plan

1. Stormwater Program

a. Tier A Municipalities are required to develop, implement, and enforce a stormwater program. This program shall be designed to reduce the discharge of pollutants from the municipality's small MS4 to the maximum extent practicable, to protect water quality, and to satisfy the appropriate water quality requirements of the Federal Act and the State Act by including the Statewide Basic Requirements (SBRs) set forth in Part I, Section F and any Additional Measures (AMs) required under Part I, Section G below. At the municipality's discretion, the stormwater program may also include Optional Measures (OMs) also in accordance with Part I, Section G below.

2. Stormwater Pollution Prevention Plan (SPPP)

a. Tier A Municipalities shall prepare and implement a written Stormwater Pollution Prevention Plan (SPPP) that describes the Tier A Municipality's stormwater program and serves as the mechanism for the implementation of the Statewide Basic Requirements. The SPPP must address stormwater quality issues related to new development, redevelopment and existing development. The SPPP shall be prepared and implemented in accordance with the deadlines specified in Part I, Section H. The SPPP shall include, at a minimum, all of the information and items identified in Attachment A.

i. The SPPP shall be signed, dated and retained by the Municipal Stormwater Program Coordinator.

b. For any projects or activities which the municipality contracts out to private contractors after the EDPA, the awarded contract must contain conditions that the contractor must conduct such projects or activities in such a manner that is in compliance with the municipality's SPPP and this permit's conditions. The municipality is responsible for any violations of this permit resulting from a contractor's noncompliance.

c. SPPPs may be amended so long as they continue to meet the requirements of this permit. Any amended SPPPs shall be signed, dated, implemented, retained, and otherwise treated in the same manner as the original SPPP. The Tier A Municipality shall retain each previous SPPP for a period of at least five years from the date of that previous SPPP. This period may be extended by written request of the Department at any time.

F. Statewide Basic Requirements (SBRs)

1. Stormwater quality issues related to new development, redevelopment and existing development are to be addressed through the implementation of the following Statewide Basic Requirements (SBRs). The permit specifies the BMPs that will be implemented for those SBRs. These SBRs and related BMPs are to be detailed in the municipality's SPPP.

- a. Additional information is provided and each of the SBRs and related BMPs are described in more detail in the Department's Tier A Municipal Stormwater Permit Guidance Document.

2. Public Notice

- a. Minimum Standard - Tier A Municipalities shall comply with applicable State and local public notice requirements when providing for public participation in the development and implementation of the Tier A Municipality's stormwater program.
- b. Measurable Goal - Tier A Municipalities shall certify annually that all applicable State and local public notice requirements were followed.
- c. Implementation -- Upon the effective date of permit authorization (EDPA).

3. Post-Construction Stormwater Management in New Development and Redevelopment

- a. Minimum Standard - To prevent or minimize water quality impacts, the Tier A Municipality shall develop, implement, and enforce a program to address stormwater runoff from new development and redevelopment projects (including projects operated by the municipality itself) that disturb one acre or more, including projects less than one acre that are part of a larger common plan of development or sale, that discharge into the municipality's small MS4. The municipality shall in its post-construction program:
 - i. Adopt and reexamine a municipal stormwater management plan (or adopt amendments to an existing municipal stormwater management plan) in accordance with N.J.A.C. 7:8-4.
 - ii. Adopt and implement a municipal stormwater control ordinance or ordinances in accordance with N.J.A.C. 7:8-4. The ordinance(s) will control stormwater from non-residential development and redevelopment projects.
 - iii. Ensure that any residential development and redevelopment projects that are subject to the Residential Site Improvement Standards for stormwater management (N.J.A.C. 5:21-7) comply with those standards (including any exception, waiver, or special area standard that was approved under N.J.A.C. 5:21-3).
 - iv. Where necessary to implement the municipal stormwater management plan, the municipal stormwater control ordinance(s) will also:
 - Control aspects of residential development and redevelopment projects that are not pre-empted by the Residential Site Improvement Standards; and
 - Set forth special area standards approved by the Site Improvement Advisory Board for residential development or redevelopment projects under N.J.A.C. 5:21-3.5.